



# ALASKA ELECTION OFFICIAL

*Learn about:*

*Election Fundamentals, Polling Place Set-Up, Opening the Polls, Processing Voters & Closing the Polls*

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## PRE-ELECTION CHECKLIST

- ❑ **Recruit 3 - 4 workers.** Ensure your board is politically balanced.
- ❑ **Post Notices** – You may receive a poster(s) providing election information that must be posted in your community within the precinct area. If you receive the poster, sign and return the posting certificate to your election supervisor.
- ❑ **Contact the polling place provider** before Election Day and arrange for building access. GET A KEY if necessary.
- ❑ **Verify** that voting booth(s), ballot box, worktables and chairs are available at the polling place.
- ❑ **Receive ballots** - Verify ballot stub numbers match what is printed on the ballot receipt. Complete, sign and return the ballot receipt to the election supervisor. (August Primary Election – Sign the receipt for each political party ballot type)
- ❑ **Verify** you received all supplies and voting equipment according to your supply inventory sheet. If anything is missing, contact your election supervisor immediately.
- ❑ **Store the ballots**, supplies and voting equipment (precinct scanner and voting tablet) in a safe location.
- ❑ **DO NOT** leave ballots, precinct register or equipment in the polling place overnight.
- ❑ **Review** the Alaska Election Official's Handbook and online training videos prior to Election Day.

### The day prior to Election Day

- ❑ Remind workers be at the polling place at least 1/2 hour before polls open.
- ❑ Setting up as much as you can the day prior will make election morning less stressful.

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## SETUP & OPENING CHECKLIST

Have workers arrive at the polling place at least ½ hour before the polls open to help finish setting up if not already done.

### **Assign the four orange colored **Opening Job Cards**.**

Double-check the following:

#### **Card 1 Election Table.**

- The American flag is displayed.
- All posters, sample ballots, and ballot measure information is displayed.
- Regular paper ballots are in numerical order with the lowest stub number first. The August primary will have different political party ballot types.

#### **Card 2 Scanner / Ballot Box.**

- Ballot box is set up.
- Security seal locks are in place.
- Unit is on and ready, the STATUS REPORT has been signed.

#### **Card 3 Voting Tablet.**

- Security seal locks are in place.
- Unit is on and ready.
- Screen is not facing the public.

#### **Card 4 Voting Booth.**

- A “How to Vote” poster and pen is in each booth.

Once completed, return the opening cards back to this binder.

## SETUP & OPENING CHECKLIST

### Review and sign the:

- Precinct Register Oath.
- Questioned Register Oath.
- Language Assistance Log.
- Timesheets.
- Voting Tablet Security Log.
- Precinct Scanner Security Log.
- Official Ballot Receiving List.

### Assign the six green **Voting Job Cards**.

- Usually four Election Officials work at the polling place and may rotate duties.
- Job cards 1, 2, and 3, are per person.
- Job cards 4-6 can be given to one (or more) person depending on the number of officials working.

### Open polls on time.

- 7:00 am for the Primary and General Elections.
- 8:00 am for the state conducted school board elections (REAA) and state conducted special local elections.

**Polling place security.** Never leave the polling place unattended and be aware of the possibility of tampering with election equipment. Do not allow loitering or disruptions in the polling place.

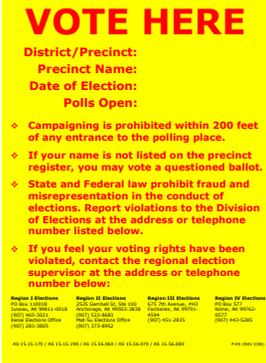
**Contact your election supervisor** if you need assistance. When instructed, call your regional election office to let them know you are open.

# FUNDAMENTALS

## NO CAMPAIGNING

Campaigning is **not allowed** within 200 feet of any entrance into the voting area during the hours the polls are open.

These rules apply to both voters and Election Officials.

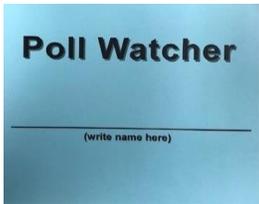
Election Officials MUST:	
<ul style="list-style-type: none"> <li>● Post the “Vote Here” campaigning notice at the entrance into the polling place.</li> </ul>	
<ul style="list-style-type: none"> <li>● Use the ball of string, if needed, to measure 200 ft. from the entrance.</li> </ul>	
<ul style="list-style-type: none"> <li>● NOT allow campaigning within 200 ft. of entrance.</li> </ul>	
<ul style="list-style-type: none"> <li>● NOT allow discussions about candidates or issues on the ballot.</li> </ul>	
<ul style="list-style-type: none"> <li>● NOT allow political buttons, hats, or clothing within 200 ft. of entrance.</li> </ul>	
<ul style="list-style-type: none"> <li>● NOT allow political signs or bumper stickers within 200 ft. of entrance.</li> </ul>	

- **Voters may bring** their own materials to help them vote such as a sample ballot or voter pamphlet. Voters **MUST NOT** display these items within the 200 ft. rule.
- **Check voting booths regularly** for campaign or voting materials left behind by the voters.
- **Removal or exhibit of ballot** is not allowed in a polling place. If voters exhibit ballots, the voter **MUST** spoil and be issued a replacement ballot. *Only Special Needs ballots allowed to be removed from the polling place.*

# FUNDAMENTALS

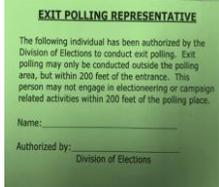
## POLL WATCHERS

A Poll Watcher is a person assigned by a political party, group or candidate to observe activities at the polling place guarding against illegal voting, fraudulent counting of ballots, and other election law violations.

<b>These Poll Watchers Rules Must be Followed:</b>	
<ul style="list-style-type: none"> <li>Poll watchers must wear a Poll Watcher badge with their name on the front and whom they represent on the back (party, group, or candidate).</li> </ul>	
<ul style="list-style-type: none"> <li>Only one Poll Watcher from each party, group, or candidate is allowed in the polling place at a time.</li> </ul>	
<ul style="list-style-type: none"> <li>Poll Watchers may stand close enough to hear and record name of person voting while maintaining voter privacy.</li> </ul>	
<ul style="list-style-type: none"> <li>Poll Watchers must <b>NOT</b> handle any voting materials or sit behind the election official's table.</li> </ul>	
<ul style="list-style-type: none"> <li>Poll Watchers may challenge a voter's qualifications.</li> </ul>	

## EXIT POLLSTER

An Exit Pollster conducts a survey for news coverage or trends used to predict the outcome of an election.

<b>Exit Pollsters MUST:</b>	
<ul style="list-style-type: none"> <li>Wear an Exit Pollster badge with the name of the person conducting the poll and the division staff authorization.</li> </ul>	
<ul style="list-style-type: none"> <li>Conduct exit polling outside the polling place entrance. The campaign rule does not apply to exit polling.</li> </ul>	
<ul style="list-style-type: none"> <li>NOT disrupt the voting.</li> </ul>	
<ul style="list-style-type: none"> <li>ONLY approach voters who have already voted and wish to participate in the exit survey.</li> </ul>	
<ul style="list-style-type: none"> <li>NOT block the entrance for voting.</li> </ul>	

## CLOSING CHECKLIST

### Reminders

- ❑ At 7:45 pm, announce the polls will close in 15 minutes.
- ❑ At 8:00 pm, declare the polls closed and close the door. If due to the polling location you can't close the door, have an Election Official stand in line to inform late arrivals that the polls are closed. Allow people still in line at 8:00 pm to vote.
- ❑ If a voter comes in after the polls close and demands to vote, have the voter vote a questioned ballot. Make a note on the questioned ballot envelope that the voter arrived after the polls were closed.
- ❑ Process all voters before closing.
- ❑ Divide red **Closing Job Cards** between Election Officials so they can be completed at the same time.
- ❑ Prepare election materials for return.

*TURN OVER*

# CLOSING CHECKLIST

## Assign the red colored **Closing Job Cards**.

Some job cards are precinct type specific and may not apply to your location.

Double-check the following:

### Card 1 Unused Ballots and Stubs.

- Before opening the ballot box, make sure that the remaining unused ballots for destruction are secured.

### Card 2 Spoiled Ballot Log and Precinct Register.

- The number of spoiled ballots and number of signatures are provided to the Election Official assigned to Closing Card 7 Ballot Accountability.

### Card 3 Precinct Equipment.

- Scanner - Results have printed and transmitted.
- Voting Tablet - Before powering off, the number of ballots printed is recorded on line 6 of the Ballot Accountability on the precinct register cover.

### Card 4 Hand Counting Ballots. (Scanning precincts skip this section)

- The Summary Sheet has been completed and all subtotals match.
- Results have been called into the regional office.

### Card 5 Securing Voted Ballots.

- All voted ballots are inside the sealed, signed, and numbered envelope(s).

### Card 6 Questioned & Special Needs Ballots.

- Questioned ballot total is entered on line 2 of the Ballot Accountability.
- Special Needs ballot total is entered on line 3 of the Ballot Accountability.

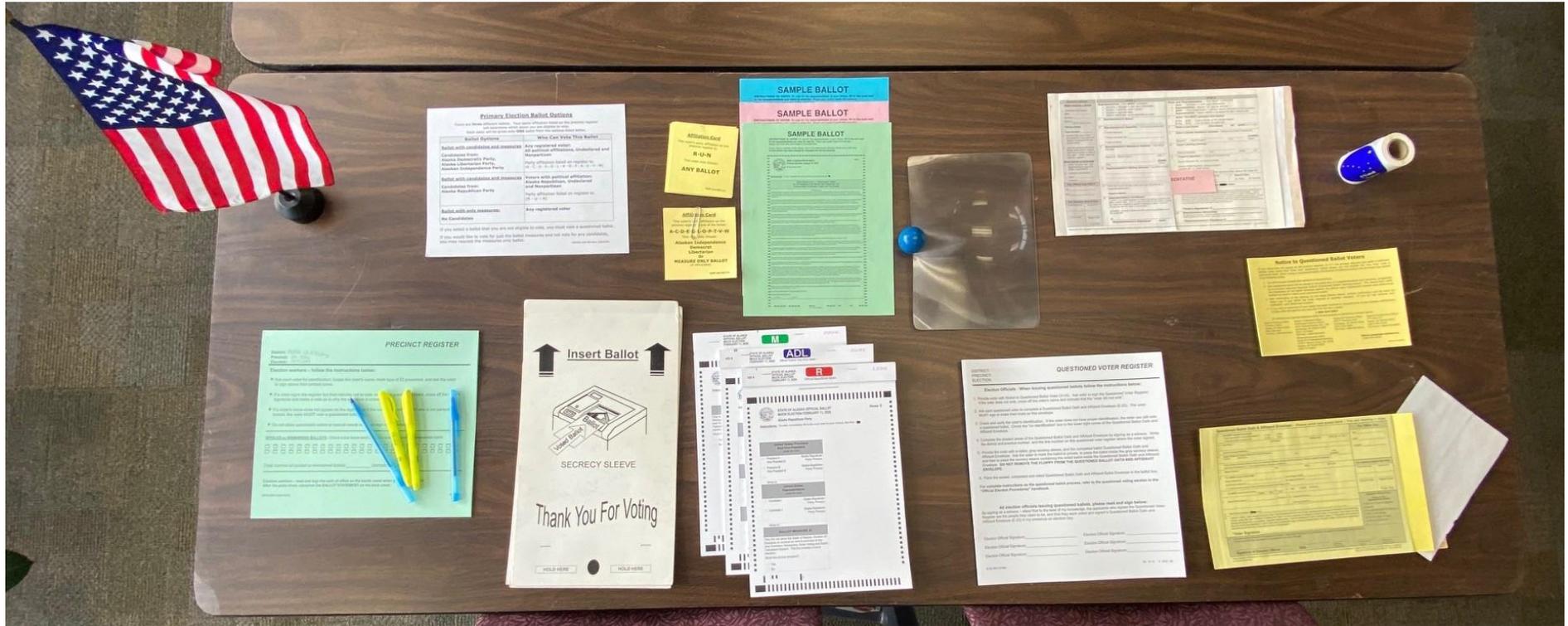
### Card 7 Ballot Accountability.

- The accountability is completed and balanced.

### Card 8 Returning Materials - By Mail / On Site.

- By Mail- The return address card was flipped over and mailed the day after the election.
- On Site - Materials are returned election night.

# SET UP TABLE ACCORDING TO GRAPHIC



Your election table should be set up in a manner like this set up. It should consist of the precinct register, blue pens, highlighters, secrecy sleeves, sample ballots, (*primary election only*) ballot issuing cards and primary option flyer, questioned ballot envelopes, questioned ballot register, notice to questioned ballot voters, special needs ballot envelopes, official ballots, magnifier, a table top flag (if your precinct does not have a full size flag), "I voted" stickers, and language assistance materials (if required). Hang all posters.

**NOTE:** ORGANIZE BALLOTS BY PARTY TYPE IN NUMERICAL ORDER WITH LOWEST NUMBER FIRST

OPENING JOB CARD 1  
ELECTION TABLE

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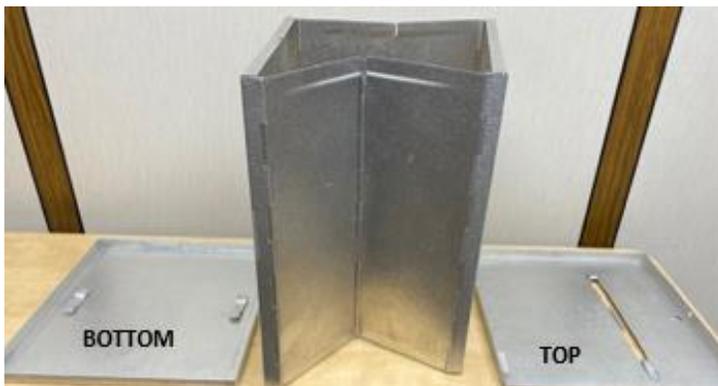
# CHAIRPERSON:

For **scanning precincts**, assign an Election Official to set up the scanner using the separate *Precinct Scanner Guide*.



For **hand count** precincts assign an Election Official to set up the ballot box.

Seat the ballot box inside the bottom with the side pins on the outside. Twist bottom latches to secure. Align the lid flanges into the slots and secure with a zip tie.



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# CHAIRPERSON:

Assign an election official to set up the Voting Tablet using the separate *Voting Tablet Guide*.



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## SET UP ACCORDING TO GRAPHIC

**Step 1:** Lift the legs, straighten the diagonal brace and set the booth upright.

**Step 2:** Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

**Step 3:** Raise and straighten the metal curtain supports and extend the curtain arm on each support.

**Step 4:** Place the lid of the case upside down on the front support and hook the holes along the back edge of the lid.

**Step 5:** Hang the white curtain around the sides and fix the striped curtain to the front with the metal rods.



OPENING JOB CARD 4  
VOTING BOOTH

**Step 1:** Lift the legs, straighten the diagonal brace and set the booth upright.

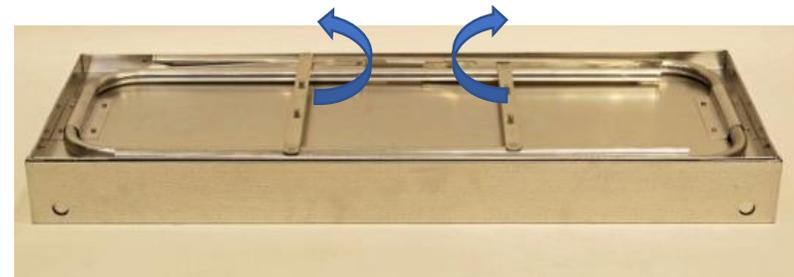
**Step 2:** Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

**Step 3:** There should be two metal feet for each handicap-voting booth. The feet are left and right specific. One at a time, place the short metal stubs on a foot inside the tubing that forms a leg of the booth. Rotate the flat metal end pieces and hook them to the metal stops attached to the booth's leg. Extend the curtain arms on each support to the front and straighten the diagonal braces.

**Step 4:** Position the lid of the case so that the end of the booth's upright curtain supports first through the holes in the short side of the lid. The long side of the lid will hang down the back of the booth. There are 1 ½-inch screws protruding from the long side of the lid. Push these screws through small holes in the upright curtain supports.

**Step 5:** Hang the white curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.

**Step 6:** The door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.



ACCESSIBLE VOTING BOOTH  
OPENING JOB CARD 4

# PRECINCT REGISTER OFFICIAL

**Step 1:** Check the voter's identification – Acceptable forms of ID are listed on the "Have Identification Ready" poster.



HAVE IDENTIFICATION READY	
Voters <b>MUST</b> be prepared to show one form of identification such as:	
• Voter ID Card	• Military ID Card
• Driver's License	• Birth Certificate
• State Identification Card	• Hunting or Fishing License
• Passport	• Other current or valid photo ID
Other forms of identification you may present, that <b>MUST</b> include your name and current address, are:	
• Current Utility Bill	• Bank Statement
• Government Check	• Pay Check
• Other Government Document	
<b>If you do not have identification, you will be asked to vote a Questioned Ballot</b>	

- **Do you personally know the voter?** If so, you do not need to ask for ID, unless **MUST SHOW ID** appears on the voter's signature line.

**Step 2:** Locate the voter's name on the precinct register.

- If the voter's name cannot be located or has changed, the voter **MUST** vote a questioned ballot.
- If **MUST SHOW ID** appears on the signature line, the voter must show ID even if you know them. If they do not have ID, the voter must vote a questioned ballot.
- Questioned or special needs voters **DO NOT** sign the precinct register.

**Step 3:** Mark the type of ID presented by the voter with an X in the appropriate column or if personally known, mark PK.

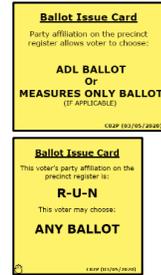
**(VC)** = Voter ID Card      **(OI)** = Other ID      **(PK)** = Personally Known

**Step 4:** Have the voter sign the precinct register.

- Highlight the voter's name on the precinct register.
- Voter signs or makes a mark on the precinct register above their printed name.
- Give the voter a "Signed Register" card or in Primary Elections a "Ballot Issue" card.

**August Primary Election** - Check voter's party affiliation on the precinct register to determine which ballot type the voter is eligible to receive. Party changes are NOT allowed on Election Day. (See the "Primary Election Ballot Option Guide")

- Give the voter a ballot issue card that corresponds to the voter's party listed on the precinct register.



- Instruct voter to give the ballot issue card to the ballot issuer.
- Ballot issuer uses the ballot issue card to determine which ballot the voter is eligible to receive. Refer to the "Primary Ballot Choice" poster.

**Step 5:** The voter MUST vote a questioned ballot if:

- Voter's name is not in the register
- Voter does NOT have ID and are not personally known
- Voter's eligibility was challenged
- Voted arrived after 8:00pm and demands to vote
- Not eligible for ballot type (Primary Only)
- Voter's name changed
- Voter's residence changed
- Already Voted is on signature line
- MUST SHOW ID is on signature line and voter still does not have acceptable identification
- Applied FOR ABSENTEE BALLOT" is on signature line; the voter was sent an absentee ballot and has not returned it. The voter must surrender their absentee ballot. If they do not have their absentee ballot, they MUST vote a questioned ballot.

**Step 6:** Direct voter to the ballot issuing official to receive their ballot.

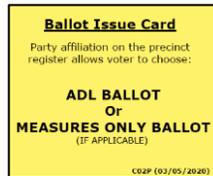
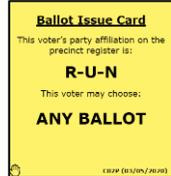
**Reminder:**

- If the voter has signed the precinct register and leaves without voting or votes a questioned ballot instead, cross out the voter's signature and make a note on the precinct register.

## BALLOT ISSUING OFFICIAL

Each voter may only vote one ballot

Collect the Ballot Issue Card (primary election) or Signed Register card (general election) from the voter.



**Step 1:** Issue voters a paper ballot unless the voter needs or would benefit using the voting tablet. If the voter is going to use the voting tablet, direct them to the Voting Tablet Official for assistance.

**Step 2:** For regular paper ballots, you will issue them in numerical order, starting with the lowest stub number first. Provide the ballot to the voter inside a secrecy sleeve folder.

**August Primary Election** - To determine which ballot type a voter is eligible to receive, refer to the primary election ballot option poster and flyers. Each voter may only receive and vote ONE ballot type.

**Step 3:** Provide instructions to the voter:

- Vote both sides of the ballot, if applicable.
- Completely fill in the oval next to their choice.
- Deposit ballot into precinct scanner or ballot box.

### Write-Ins – GENERAL ELECTION ONLY

Voter must write the name of the candidate on the write-in line AND completely fill in the oval next to the write-in candidate's name. A list of write-in candidates will be included in supplies for election officials to assist voters. Do NOT post the write-in list or discuss write-in candidates.

## Spoiled Ballots **MUST** be recorded.

If a voter makes an error on their ballot the voter may receive a replacement ballot. A voter may only be issued up to **two** replacement ballots of any combination (paper or Voting Tablet).

**Step 1:** Record that the ballot was spoiled and the reason for the spoiled ballot on the “Spoiled Ballot Envelope Log”.

Record the reason for the spoiled ballot on the “Spoiled Ballot Envelope Log”.

**Step 2:** Instruct the voter to tear up the spoiled or mismarked ballot and place it into the Spoiled Ballot Envelope.

**Step 3:** Issue the voter a new ballot. Only issue one replacement ballot at a time.

**Spoiled Ballot Envelope Log**  
*(Place ONLY torn Spoiled Ballots in this envelope)*

**Election:** 20PRIM  
**District/Precinct:** 01-446 Auror

1. Determine spoiled ballot reason below and make a check mark in the reason code box:
  - Reason Code 1: Damaged by voter or by judge.
  - Reason Code 2: Voter made incorrect selection(s) or requested other party ballot.
2. Primary Election Only: Check the ballot type being spoiled.
3. Primary Election Only: Issue the same ballot type unless the voter asks for a different ballot type and is eligible to receive that ballot.
4. After the polls are closed, add up the total of spoiled ballots (*Exception Do Not Include the Voting Tablet Ballots*) and write that number on line (5) of the Ballot Accountability.

Official Initials	Reason Code		Primary Election			Voting Tablet Ballot	General Election
	#1	#2	ADL	REP	MO	ALL TYPES	
JDJ		✓			✓		
AJM	✓		✓				
APR		✓		✓			
SC		✓				✓	
<b>Column Totals</b>			1	1	1		
ADD Columns ADL + REP + MO = Total Spoiled Ballots			3				Total

**August Primary Election** – When issuing a replacement ballot, give the voter the same political ballot type as the voter was originally issued. If the voter wants a different political ballot type, verify the voter is eligible to receive the new type by looking at the voter’s party affiliation on the precinct register. *If the voter is not eligible for the new ballot type, the voter **MUST** vote a questioned ballot.*

## BALLOT BOX OFFICIAL

**Step 1:** Instruct voters to insert their voted ballot into the designated ballot box, either by feeding the ballot through the precinct scanner or by dropping it directly into the ballot box, depending on your location.

- **Please be aware** that there is about a TEN-second delay before the ballot will be accepted by the scanner.
- **Once ballot is in ballot box** voters may NOT be issued a new ballot. DO NOT retrieve ballot from ballot box. If the voter demands a new ballot, they must vote a questioned ballot.
- **Questioned and Special Needs Ballots** – Must be sealed in their ballot envelope then placed in the emergency bin or other ballot box. Make sure voters are not attempting to place their questioned or special needs ballot (without an envelope) into the ballot box.

**Reminders:**

- To give the voter privacy, stand to the side of the ballot box where the display screen of the precinct scanner is located.
- Election officials may assist voters. Be mindful of privacy.

**If the ballot is rejected from the scanner:**

Message on Scanner	Action
<ul style="list-style-type: none"> <li>• Blank Ballot</li> <li>• Over Voted Ballot</li> </ul>	<p>Ask voter to confirm choices and if okay, press green <b>CAST</b> button.</p>
<ul style="list-style-type: none"> <li>• Invalid Ballot</li> </ul>	<p>Ask voter to re-insert the ballot in a different direction. If the ballot continues to be rejected, read the ballot error message on screen.</p> <p>As you approach the ballot box, cover the voter’s ballot with a secrecy sleeve while reading the screen message.</p> <p>If the ballot still will NOT scan, voter may spoil their ballot and receive a replacement or if voter does NOT want a replacement, voter inserts ballot into emergency bin.</p>

**Step 2:** Thank the voter for participating and provide them with an “I Voted” sticker.

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# QUESTIONED OFFICIAL

EVERY ELECTION OFFICIAL **MUST SIGN THE QUESTIONED VOTER REGISTER**

## Why a questioned ballot?

- Not on the precinct register
- No identification and is NOT personally known
- **MUST SHOW ID** is on signature line and voter still does not have acceptable identification
- Residence address or name change
- Not eligible for primary ballot type
- Voter's qualifications are challenged
- The voter has already voted or applied for an absentee ballot and does not have the absentee ballot to surrender.

## Step 1: Give this notice to the voter.

**Notice to Questioned Ballot Voters**

If your name does not appear on the precinct register, or if in the primary election you want a different political party ballot than what your registration record shows you are eligible for, you may vote a questioned ballot. When voting a questioned ballot, the Division of Elections would like to make you aware of the following points:

1. You will be given a ballot that pertains to this precinct.
2. Your questioned ballot will be placed in the ballot box in a sealed envelope and received, unopened, by a politically balanced Regional District Questioned Ballot Counting Board. The Board will verify the information on the ballot envelope against the official voter registration records and determine whether to count or reject your questioned ballot.
3. After certification of the election by the State Review Board, written notification will be sent to inform you if your ballot has been rejected or partially rejected. If you do not receive any notification, your ballot was counted.
4. If you wish to determine if your ballot has been counted or rejected prior to the written notification, 15 days after the election you may dial this toll free number:

**1-888-465-5857**

Or contact your regional elections office at the address or telephone number below:

Region I Elections Office P.O. Box 110018 Juneau, AK 99811-0018 (907) 465-3021 Toll Free 1-866-948-8683	Region II Elections Office Anchorage Elections Office 2525 Gambell Street, Ste. 100 Anchorage, AK 99503-2838 (907) 522-8683 Toll Free 1-866-958-8683	Region III Elections Office 675 7 <sup>th</sup> Avenue, #H3 Fairbanks, AK 99703-4594 (907) 451-2835 Toll Free 1-866-959-8683	Region IV Elections Office P.O. Box 577 Nome, AK 99762-0577 (907) 443-5285 Toll Free 1-866-953-8683
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Matanuska-Sustina Office  
 North Fork Professional Building  
 1700 E. Rogard Road, Ste. B102  
 Wasilla, AK 99554-6565  
 (907) 373-8952

Native Language Assistance  
 1-866-954-8683

308 (Rev. 02/2016)

## Step 2: Voter MUST complete the questioned register.

I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING: If you provide false information, you can be convicted of a misdemeanor.**

#	PRINTED NAME	SIGNATURE	<u>You MUST provide an identifier:</u> Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Sally Voter	<i>Sally Voter</i>	9876
2.	Mary Smith	<i>Mary Smith</i>	07/04/1995

## Step 3: Check Voter's ID.

If the voter does not have identification, mark "no identification and unknown" in the lower right-hand corner of the envelope. The voter may still vote using the questioned ballot.

VOTING JOB CARD 4  
QUESTIONED VOTING

Questioned Ballot Oath & Affidavit Envelope – Please print and press hard – You are making a copy

<p>1. <b>You MUST complete this section</b> I am a citizen of the United States. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am at least 18 years old. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><b>For Official Use Only</b> VN _____ D/P _____ Initials _____</p>	
<p>2. Last Name <u>Voter</u> First Name <u>Sally</u> Middle Initial <u>S</u> Suffix (sr., Jr., Etc.) _____</p>		<p>3. Name Previously Registered _____</p>	
<p>4. Alaska Residence Address Where You Claim Residency House No. <u>123</u> Street Name <u>Main St</u> Apt # <u>#456</u> City <u>SunEAU</u> State <u>Alaska</u> *<input checked="" type="checkbox"/> Keep my address confidential. (Mailing address in 5 MUST be different than residence in 4.)</p>		<p>District Registered _____ Sequence No. _____</p>	
<p>5. Mailing Address <u>PO BOX 54321</u> City <u>SunEAU</u> State <u>AK</u> Zip Code <u>99811</u> *You MUST provide at least ONE</p>		<p>Count Code _____ Reject Code _____</p>	
<p>6. Social Security No. _____ Last 4 Digits of SSN <u>9876</u> AK Driver's License No. _____ AK State ID Card No. _____</p>		<p>Purge Date _____</p>	
<p>7. <input type="checkbox"/> I have not been issued an SSN, AK Driver's License or AK State ID No. *You MUST provide Date of Birth <u>01/01/80</u> Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female</p>		<p><b>Election Official Use</b> Reason for Questioned Ballot <input checked="" type="checkbox"/> Not on Precinct Register <input type="checkbox"/> Moved <input type="checkbox"/> No Identification &amp; Unknown <input type="checkbox"/> Not a US Citizen <input type="checkbox"/> Not 18 Years of Age <input type="checkbox"/> Felony Conviction</p>	
<p>9. *Alaska Voter Number _____ (if known)</p>		<p>10. *Daytime Phone No. _____ *Evening Phone No. _____</p>	
<p>11. Write Political Affiliation Here _____</p>			
<p>12. I swear or affirm, under penalty of perjury, that: The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. *Voter Signature <u>Sally J Voter</u></p>			
<p>13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be, and this certification was made in my presence on the date indicated. Signature of Election Official <u>John Jones</u> Date <u>11.3.20</u> District &amp; Precinct No. <u>D1-446</u> Primary Ballot Choice <u>R</u> Questioned Register Line <u>7</u></p>			

\*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. E23 (Rev 07/19/2019) AS 15.05, 07, 20, 6 AAC 25.

Voter complete

Election official complete

Step 5:

Fold the ballot, place it inside the grey secrecy sleeve, insert it in the completed questioned ballot envelope and give to voter.

Completed and sealed envelopes must go into the ballot box. **DO NOT** open the questioned envelope. **DO NOT** remove the top copy.

Be sure to mark the reason for voting a questioned ballot.

Record the line that the voter signed on in the questioned register and put that number here.

## SPECIAL NEEDS OFFICIAL

Special needs voting is for any voter who is unable to go to the polling place due to age, illness, or a disability. Special needs voters **DO NOT** sign the precinct register. **DO NOT** open special needs envelopes.

Please make a note on the removed top copy if the ballot is not returned by 8:00 pm on election night.

**August Primary Election** - Write the party ballot type you are issuing. If representative does not know the voter's ballot choice, issue the ballot with candidates of the same party affiliation in which the voter is registered. If the voter's affiliation is R, U, or N, ask the representative which ballot type the voter would like to receive.

*(See the reverse side for an example)*

**Step 1:** The Election Official completes 1-3 on the left side column of the envelope, under When Issuing a Ballot.

**Step 2:** The representative completes Step 1 of the envelope and signs under Step 1.

**Step 3:** The Election Official removes and keeps the top copy of the envelope and clips it to the inside of the precinct register.

**Step 4:** Place a ballot inside a grey secrecy sleeve, then place inside the completed special needs envelope. Do NOT seal. Give ballot package to Personal Representative.

**Step 5:** Instruct the representative that the voter completes 1-9 under Step 2, the representative signs on line 10 under Step 2, and returns the ballot to any precinct by 8:00 pm.

**Step 6:** When an envelope is returned to your location, verify all information is complete, (re-attach the top copy to the envelope, if you have it) complete 1-2 on the left side column under When Ballot is Returned.

**Reminders:** The voter's residential address should be where they reside and not a temporary location as this can invalidate portions of the ballot. If a special needs ballot is returned that you did not issue, this will not affect your ballot accountability. Accept the ballot as usual and deliver it with all election materials.

VOTING JOB CARD 5  
SPECIAL NEEDS VOTING

Election Official		Special Needs Ballot Oath & Affidavit Envelope	
When Issuing a Ballot		STEP 1	STEP 2
1. Complete form below: Date: <u>8-19-14</u> Location: <u>Winnell #1</u> District: <u>CD-510</u> (Use #, Journal, USA)		<b>Representative – You MUST Complete:</b> <ul style="list-style-type: none"> <li>Sections 1 through 4 with your information</li> <li>Section 5 with the voter's name</li> <li>Section 6 sign and date</li> <li>Deliver ballot and voting materials to voter</li> </ul>	
<b>Primary Ballot</b> Type Issued: <u>R</u>		<b>1. Representative's Name:</b> <u>Alyce Houston</u>	
2. Remove top copy of the envelope and keep with the register to account for the issued ballot.		<b>2. Representative's Identifier – You MUST provide ONE:</b> <ul style="list-style-type: none"> <li>* Voter Number: <u>123456</u></li> <li>* Social Security No.:</li> <li>* Date of Birth:</li> </ul>	
3. Give the representative the ballot, gray secrecy sleeve and this envelope to take to the voter. (Voter does not sign the register.)		<b>3. Representative's Residence Address – You Must Provide:</b> <u>944 Park Dr</u> Apt # _____ <u>Winnell</u> Alaska City State	
<b>When Ballot is Returned</b> <ol style="list-style-type: none"> <li>Verify that the voter and Representative signed in STEP 1 and STEP 2.</li> <li>Complete lists below:            Date: <u>8-19-14</u>            Location: <u>Winnell #1</u> </li> </ol>		<b>4. Representative's Mailing Address – You MUST Provide:</b> <u>None</u> Alaska City State	
<b>For Office Use ONLY</b> VN/ _____ D/P/ _____		<b>5. Print the name of the voter you are serving as a representative for:</b> Voter's Name: <u>Teri Smith</u>	
<b>For Review Board Use</b> Churnt Registered _____ Sequence No. _____		<b>6. Representative's Certificate:</b> I certify I have been requested to deliver a ballot to the voter and I have done so. I have placed the ballot in the voter's secrecy sleeve and I have placed the ballot in the voter's envelope the way the voter votes the ballot. WARNING: Unlawful interference with voting is punishable under AS 15.55.030	
Court Code _____ Request Code _____ Purge Date _____		<b>7. Voter and Representative – YOU MUST COMPLETE</b> <ul style="list-style-type: none"> <li>Voter – Sections 1-9 with your information</li> <li>Representative – Section 10, sign as witness</li> <li>Voter – Place voted ballot in secrecy sleeve and seal in this envelope</li> <li>Representative – Return ballot in envelope by 8pm election day</li> </ul>	
		<b>1. Voter - YOU MUST complete this section</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am a citizen of the United States. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I am at least 18 years old.	
		<b>2. Voter's Last Name, First Name, MI Suffix (Dr., Jr., III, etc.)</b> <u>SMITH</u> <u>JANE</u>	
		<b>3. Voter's Alaska Residence Address – Where You Claim Residency</b> <u>103 Park Dr</u> <u>Winnell</u> ALASKA House # Street Name Apt # City State	
		<b>4. Voter's Mailing Address</b> <u>PO Box 103</u> <u>Winnell</u> <u>AK</u> <u>99801</u> Mailing Address City State ZIP	
		<b>5. *Voter's Identifier – You MUST Provide One</b> Social Security No. or Last 4 of SSN: _____ / _____ / <u>0103</u> Alaska Voter Number, Alaska Driver's License No. or State ID No.: _____	
		<b>6. *Voter's Date of Birth – You MUST Provide</b> Month: <u>08</u> Day: <u>02</u> Year: <u>35</u>	
		<b>7. Voter's Sex</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
		<b>8. Voter Write Political Affiliation Here:</b>	
		<b>9. Voter's Certificate</b> I swear or affirm, under penalty of perjury, that I am unable to get to the polls due to a disability and that this accommodation on this form is accurate and complete to the best of my knowledge. I swear or affirm that I have not received any financial benefit from the organization that is providing this service. I have been reasonably instructed from the organization that I am not registered to vote in another state, or I have taken the necessary steps to disenroll that registration. I have not and will not vote in any other manner at this election.	
		<b>*Voter's Signature: X</b> <u>Teri Smith</u>	
		<b>10. Representative Witnessing:</b> By signing as a witness, I attest to the best of my knowledge, the voter is the person he/she claims to be and this certification was made in my presence. <b>*Representative's Signature X</b> <u>Alyce Houston</u>	

Official  
complete

Voter  
complete

Voter and representative must sign. The representative MUST sign as a witness in both Step 1 and Step 2 and it MUST BE THE SAME REPRESENTATIVE.

## DISABILITY & LANGUAGE ASSISTANCE OFFICIAL

Federal law allows a voter to have a person of his or her choice aid the voter during the voting process.

**Who can assist a voter?** - Anyone can aid a voter except for a candidate for office in the election, the voter’s employer or agent of that employer, or an officer or agent of the voter’s union.

The person helping may go into the voting booth to assist the voter.

**Voter can’t sign?** This works! The voter can make a mark.

1VREMS - (GBTEST)		STATE OF ALASKA -- DIVISION OF ELECTIONS				DATE: 05/05/2012	
GEPRES0P-R1		EL-ID 12PRIM	DISTRICT 22	PRECINCT REGISTER	PRECINCT 450	TIME: 07:40	
RUSSIAN JACK		*****				PAGE: 1	
VOTER NO	IDENTIFIED BY (VC) (OI) (PK)	NAME & SIGNATURE (LAST-FIRST-MIDDLE INITIAL)		PARTY	A RESIDENCE ADDRESS	B MAILING ADDRESS	
1 11111111	( ) ( ) ( ) ( )	X	AALMANN SIOBHAN J	U	5205 E 26TH AVE #9	ANCHORAGE	
2 22222222	( ) ( ) ( ) ( )	X	ABARINZA FEDERICO A	N	4901 E 26TH AVE	ANCHORAGE	
3 33333333	( ) ( ) ( ) ( )	X	ACHESON DARRELL R	R	2325 GLACIER ST	ANCHORAGE	
4 44444444	( ) ( ) ( ) ( )	X	ACHESON JENNIFER R	R	2325 GLACIER ST	ANCHORAGE	

**Can I Help?** – For detailed tips on assisting voters:

- Disability & Voter Assistance - Refer to the *Disability Awareness and Voter Assistance Information Tips for Alaska’s Election Workers*.
- Language Assistance – Refer to the *Election Procedures for Bilingual Election Workers and Translators* manual.
  - Use the *Language Assistance Requests Log* to record the type of assistance provided and in what language. Do not list voter’s name.
  - **Sign** and return the *Language Assistance Log* even if you did not have any voters who requested language assistance.

**Need a translator?** – Contact your election supervisor

- At least one member of the election board is bilingual in many rural precincts.
- When providing an oral translation of the ballot information, the translator may not voice their own opinion on candidates or issues appearing on the ballot.

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# SECURE UNUSED BALLOTS & STUBS

**Step 1.** Provide the First Unused Stub Number and the Last Unused Stub Number to the Election Official who is completing the Closing Job Card **Ballot Accountability Job Card 7**

## Step 2. Completely Unused Ballot Pads for Destruction

- Place the pads of ballots that have not had any ballots removed in the cardboard box you received them in, or in the Unused Paper Ballot Envelope.
- Tape the box closed and secure with a **Tamper Proof Seal**.
- Attach the prepaid mailing label (To Director's Office) and return with supplies or in person to your election supervisor.

District/Precinct: \_\_\_\_\_  
Election: \_\_\_\_\_

**UNUSED PAPER BALLOTS**

- Before opening the ballot box place all **unused** paper ballots in this envelope (do not include "partially used" ballot pads in this envelope).
- Seal the back of the envelope & sign across the sealed flap.

Return this envelope to the Director of Elections in the GREEN BAG.

Envelope  
\_\_\_\_\_ of \_\_\_\_\_



## Step 3. Preparing Ballot Stubs

### Completely Used Ballot Pads:

- Return the top narrow stub from the pads where all ballots were used.

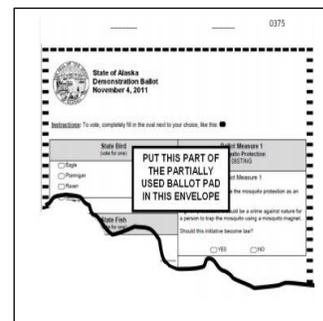
### Partially Used Ballot Pads:

- Return the stubs from partially used ballot pads. Keep the partially used pad available for completing the Ballot Accountability. Tear the bottom half of the ballots off the pad and discard the bottom half. Put the top half of the ballots, still attached to the narrow stub, in the Ballot Stubs envelope.

- Seal the envelope and sign across the flap

**Return by Mail Precincts:** Place sealed Ballot Stub envelope into the **GREEN** bag if you mail back your supplies.

**Return in Person Precincts:** Place the sealed Ballot Stub envelope into the **RED** bag if your precinct returns your materials in person to the election supervisor or Hub location.



District/Precinct & Precinct Name/Location:  
Election ID: \_\_\_\_\_

**BALLOT STUBS**

**STEP 1**  
Completely Used Ballot Pad

When all ballots have been used from a ballot pad, the top narrow stubs remain.

Place all stubs from the completely used ballot pads in this envelope.

**STEP 2**  
Partially Used Ballot Pad

← Top Half of Ballot Pad

Partially Used Ballot Pad - There will be one ballot stub remaining on the top half of the pad.

← Bottom Half of Ballot Pad

Tear the lower half of these unused ballot pads off the pad and discard them.

Put the top half of these unused ballots, still attached to the narrow stubs, in this envelope.

E2H (REV 07/2010)

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## SPOILED BALLOT LOG

**Step 1.** Add up the columns to get the total number of spoiled ballots.

**Step 2.** Give this number to the election official who is completing the **Ballot Accountability Job Card 7**.

Official Initials	Reason Code ✓		Primary Election			Voting Tablet Ballot	General Election
	#1	#2	ADL	REP	MO	ALL TYPES	
JDJ		✓			✓		
AJM	✓		✓				
APR		✓		✓			
SC		✓				✓	
<b>Column Totals</b>			1	1	1		
ADD Columns ADL + REP + MO = Total Spoiled Ballots			<b>3</b>				Total

## PRECINCT REGISTER

**Step 1.** Starting on page one, count the number of signatures on each page (even if it is zero) and fill in the “# OF SIGNATURES:” line at the bottom of the register.

**Step 2.** Continue to add the number of signatures per page and add to the previous page subtotal so that you have an increasing subtotal.

**STEP 3.** On the last page, give the final total number of signatures in the precinct register to the election official who is completing the Closing Job Card **Ballot Accountability Job Card 7**.

# OF SIGNATURES:   3   SUB TOTAL:   3   PAGE 1 OF 4

# OF SIGNATURES:   2   SUB TOTAL:   5   PAGE 2 OF 4

# OF SIGNATURES:   0   SUB TOTAL:   5   PAGE 3 OF 4

# OF SIGNATURES:   4   SUB TOTAL:   9   PAGE 4 OF 4

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## CHAIRPERSON:

For **scanning precincts**, assign an Election Official to close out the scanner, using the *Precinct Scanner Guide*.



Assign an election official to close out the **Voting Tablet** using the separate *Voting Tablet Guide*.



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## FOR HANDCOUNT PRECINCTS ONLY

### SORT AND STACK

Once all your unused ballots for destruction are secured and your ballot stubs are placed in the ballot stub envelope (**Closing Job Card 1**), you may open the ballot box and prepare for counting the voted ballots.

To hand count the ballots, work in teams of two and sort ballots as outlined below:

**Step 1:** Sort the regular voted paper ballots so that they are all face up, using groups of 5, 10 or 25, for ease of counting. **August Primary**-Sort ballots by party type first then into groups.

**Step 2:** Count the total number of regular voted paper ballots.

**Step 3:** Record the total number of paper ballots on the Summary Sheet in the space provided on both the original (white) and duplicate (yellow) Summary Sheets.

Now you can begin recording results on to your summary sheets.

**Step 1:** Start with the first race on the ballot.

**Step 2:** Sort the ballots into different stacks based on which candidate in the race received the vote.

**Step 3:** Make a stack for “No Vote Tallied.” Place ballots in this stack that were left blank, had an invalid mark, or too many candidates marked in a race.

**Step 4:** Once the ballots are sorted, each team member will count the number of ballots in the sorted stacks. One worker will record the votes on the original and duplicate Summary Sheets.

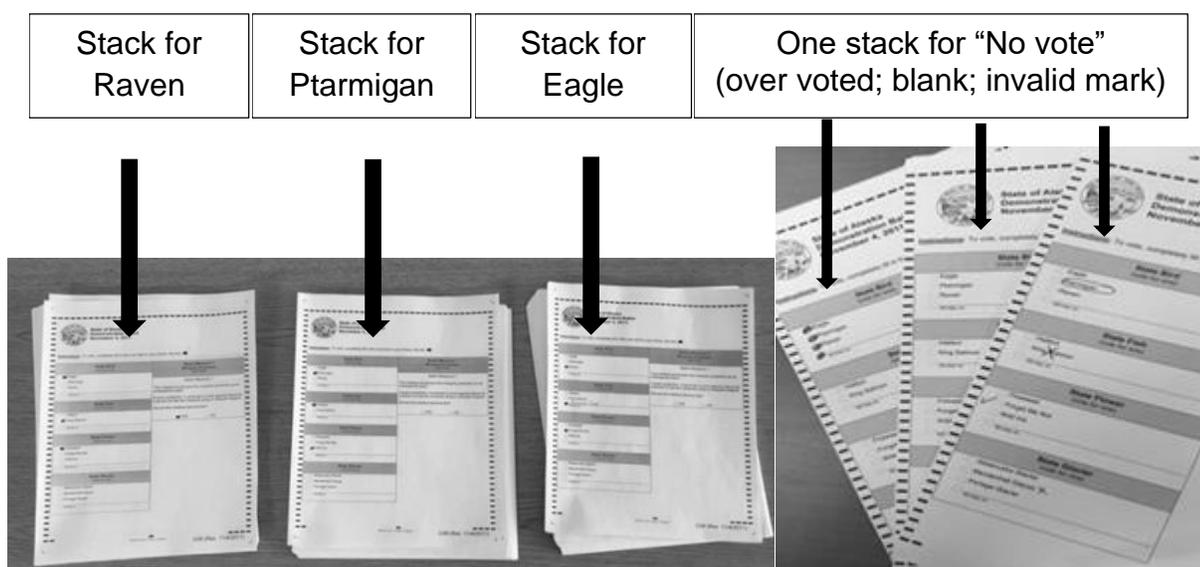
***Results will be tallied one race at a time using the ‘sort and stack’ method. Please see the following page for an example.***

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## FOR HANDCOUNT PRECINCTS ONLY

### Example

There are three candidates in the race for State Bird (Eagle, Ptarmigan, and Raven). Sort all ballots marked for Eagle into a stack; all ballots marked for Ptarmigan into a stack and all ballots marked for Raven into a stack. Make another stack for 'No Vote.' *During a General or REAA Election there may also be a stack for "Write-in" races.*



Once the ballots have been sorted into separate stacks, check each stack to make sure that a ballot was not placed incorrectly such as a vote for Eagle was not placed in the stack for Raven.

One worker will count the votes for each stack into groups of 5, 10 or 25. Crisscross the stacks to make it easier to track totals. As you are counting, look at the candidate voted for on the ballot to make sure it is the right candidate for the stack you are counting. Each team member should count the ballots in each stack to make sure the count is correct.

## FOR HANDCOUNT PRECINCTS ONLY

### *Example continued*

Once all ballots have been counted for a stack, for example all ballots marked for Eagle, record the total number of votes that candidate received in the space provided on the original (white) and duplicate (yellow) Summary Sheets.

The subtotal for each race must equal the total number of regular paper ballots voted. After the votes for the first candidate on the ballot are counted and recorded in the Summary Sheets, go to the next candidate in that same race and repeat the steps.

Once you have completed sorting, counting and recording the ballots for all the candidates from the first race on the ballot, go to the next race on the ballot and repeat those same steps until all the races on the ballot have been counted.

**Paper Ballots - After the entire ballot has been counted and recorded** on the Summary Sheets, sign the oath at the bottom of the Summary Sheets.

**Voting Tablet Ballots** – Record the votes that were cast on the Voting Tablet onto the Summary Sheet. Refer to the results tape to transfer the total ballots cast by ballot ID, totals for each candidate, and votes for each candidate onto the Summary Sheets.

The left image shows a summary sheet with the following entries:

Total Cast	:	2
Total Voters	:	2
Ballot ID: 1000, Ballot Name: 1000	:	0
Ballots Cast	:	0
Ballot ID: 1001, Ballot Name: 1001	:	0
Ballots Cast	:	0
Ballot ID: 1002, Ballot Name: 1002	:	2
Ballots Cast	:	2

The right image shows a form titled "State of Alaska Summary Sheet & Certificate of Primary Election A-D Party Candidates". It includes the following information:

- Election ID: 20PRIM
- District/Precinct: HD6
- Name: 06-005 Anderson
- Ballot ID: 1002

Below this information is a section for "Election Official: Please record" and a question: "How many A-D Voting Tablet Ballots were cast? (Do not include questioned or special needs Ballots in the total.)". The answer "2" is entered in a box.

**Securing Voting Tablet Ballot Tape** - Secure the results tape containing the zero report and voted ballots into the "Voting Tablet – Voted Ballot Tape" envelope.

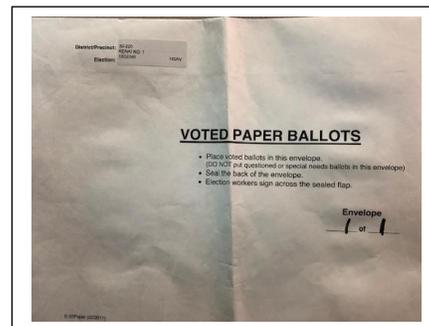
# SECURE VOTED BALLOTS - **HANDCOUNT**

(Precincts that scan results turn this card over)

Have results been counted, recorded, and called in? (**Closing Job Card 4**)

**Step 1:** Place all voted paper ballots into the envelope labeled “VOTED PAPER BALLOTS”.

- **Seal the Voted Ballot Envelope** - All election officials **MUST SIGN** across the SEALED FLAP.
- **Number the Voted Ballot Envelope(s)**  
Example: (1 of 1) or (1 of 2 and 2 of 2).



**Step 2:** Place all sealed Voted Paper Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Paper Ballot envelope(s) in the **GREEN** bag and return as instructed.

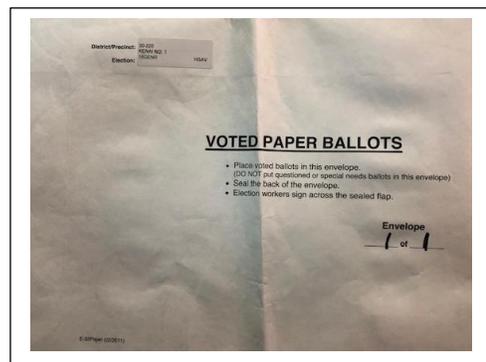
# SECURE VOTED BALLOTS – PRECINCT SCANNER

(Precincts that hand count results turn this card over)

Once all your unused ballots for destruction are secured and your ballot stubs are placed in the ballot stub envelope (**Closing Job Card 1**), you may open the ballot box and secure your voted ballots.

**Step 1:** Check emergency bin and scan those ballots. If any ballot won't scan, place it in the Uncounted Ballot Envelope.

**Step 2:** Remove all voted scanned ballots from the main ballot box compartment and place into the envelope labeled "VOTED PAPER BALLOTS."



- **Seal the Voted Ballot Envelope** - All election officials **MUST SIGN** across the SEALED FLAP.
- **Number the Voted Ballot Envelope(s)**  
Example: (1 of 1) or (1 of 2 and 2 of 2).

**Step 3:** Place all sealed Voted Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Ballot envelopes in the **GREEN** bag and return.
- Precincts that return supplies to a HUB Site or Regional Office location secure their Voted Ballots in the **BLACK** duffle bag.

# QUESTIONED BALLOT ENVELOPES

**Step 1:** Count the number of questioned ballot envelopes and give to the election official who is completing the **Ballot Accountability Job Card 7**.

**Questioned Ballot Oath & Affidavit Envelope** - Please print and press hard - You are making a copy

1. You MUST complete this section  
 Yes  No I am a citizen of the United States.  
 2. Last Name: Rodney Middle Initial: A Suffix: W.  
 3. Name Previously Registered: \_\_\_\_\_  
 4. Alaska Residence Address Where You Claim Residency:  
 House No.: 123 Main St #204 Village: Unalaska State: \_\_\_\_\_  
 If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box:  Yes, please keep my address confidential.  
 Mailing Address: City: Unalaska State: AK Zip Code: 99811  
 5. You MUST provide an issue date:  
 Social Security No.: \_\_\_\_\_ Last 4 digits of SSN: 1234  
 AK Driver's License No.: \_\_\_\_\_ AK State ID Card No.: \_\_\_\_\_  
 7. You MUST provide date of birth: 01/01/60 Sex: M  Female  
 9. \*Alaska Voter Number: 000012 (if known) \*Home Phone No.: \_\_\_\_\_ \*Evening Phone No.: \_\_\_\_\_  
 11. Write Political Affiliation Here: \_\_\_\_\_  
 12. I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING:** If you provide false information, you can be convicted of a misdemeanor.  
 - Voter Signature: Rodney Voter  
 Signature of Election Official: Amy Smith Date: 01/01/21 District: 15  
 Primary Ballot: Questioned Issue Date: \_\_\_\_\_

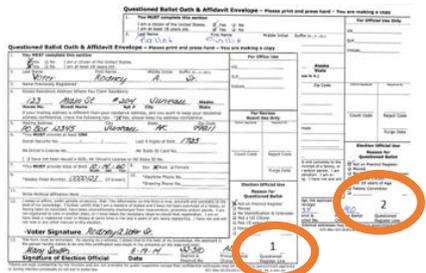
**Ballot Accountability** District: \_\_\_\_\_ Precinct: \_\_\_\_\_ Election: \_\_\_\_\_

Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Number of Ballots Received	First Ballot Stub Number	Last Ballot Stub Number	First Unused Stub Number	Starting Stub Number	Total Number of Ballots Used	Last Unused Stub Number	Last Stub Number Used	Number of Unused Ballots
Total Ballots Received: Enter this total in line (8) below.			Total Ballots Used: Must match line (7) below.			Total Unused Ballots: Must match line (9) below.		

Read each question below to complete the ballot accountability

	Precinct Chair Enter Numbers Below:	Official Use
(1) How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.		
(2) How many people voted a questioned ballot? Count the number of voted questioned ballot envelopes.	+	

**Step 2:** Arrange the envelopes in the same order as the names appear on the questioned register.

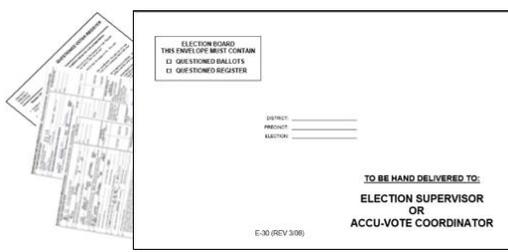


I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen, a resident of Alaska, at least 18 years of age, and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING:** If you provide false information, you can be convicted of a misdemeanor.

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Rodney Voter	<i>Rodney Voter</i>	1234
2.	Sallie Ballot	<i>Sallie Ballot</i>	1/1/91

**Step 3:** Place ballots in the appropriate white Tyvek envelope included in your supplies for voted questioned ballot materials.

**Do not open and tally questioned ballots.**



OR



# SPECIAL NEEDS BALLOT ENVELOPES

**Step 1:** Count the number of special needs ballot envelopes that you issued and were returned by 8:00 pm and provide to the election official who is completing the **Ballot Accountability Job Card 7**, line 3.

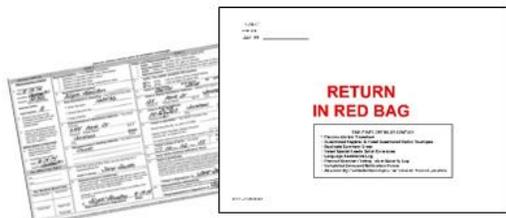


Ballot Accountability						District: Precinct: Election:		
Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Number of Ballots Received	First Ballot Stub Number	Last Ballot Stub Number	First Unused Stub Number	Starting Stub Number	Total Number of Ballots Used	Last Unused Stub Number	Last Stub Number Used	Number of Unused Ballots
Total Ballots Received: Enter this total in line (8) below.			Total Ballots Used: Must match line (7) below.			Total Unused Ballots: Must match line (9) below.		
Read each question below to complete the ballot accountability						Precinct Chair Enter Numbers Below:		Official Use
(1)	How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.							
(2)	How many people voted a questioned ballot? Count the number of voted questioned ballot envelopes.					+		
(3)	How many special needs ballots issued and returned by 8:00pm? The number of envelopes returned with a voted ballot that match the receipts of ballots you gave out.					+		
(4)	How many special needs ballots were issued but not returned at the end of the night? The number of receipts that remain not matched with a returned special needs ballot.					+		

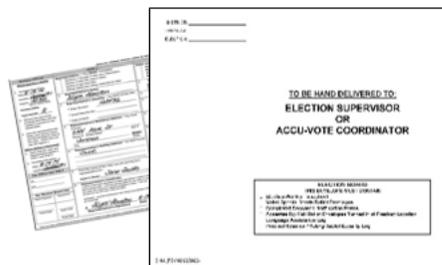
**Step 2:** If you issued special needs ballots that were not returned, record this number on the ballot accountability as well on line 4. The top copies of the ballot envelope and the voted special needs ballots are returned to the election supervisor. **Do not open and tally special needs ballots.**

Ballot Accountability						District: Precinct: Election:		
Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Number of Ballots Received	First Ballot Stub Number	Last Ballot Stub Number	First Unused Stub Number	Starting Stub Number	Total Number of Ballots Used	Last Unused Stub Number	Last Stub Number Used	Number of Unused Ballots
Total Ballots Received: Enter this total in line (8) below.			Total Ballots Used: Must match line (7) below.			Total Unused Ballots: Must match line (9) below.		
Read each question below to complete the ballot accountability						Precinct Chair Enter Numbers Below:		Official Use
(1)	How many people signed the precinct register? DO NOT include any questioned or special needs ballots in this number.							
(2)	How many people voted a questioned ballot? Count the number of voted questioned ballot envelopes.					+		
(3)	How many special needs ballots issued and returned by 8:00pm? The number of envelopes returned with a voted ballot that match the receipts of ballots you gave out.					+		
(4)	How many special needs ballots were issued but not returned at the end of the night? The number of receipts that remain not matched with a returned special needs ballot.					+		

**Step 3:** Place in the appropriate white Tyvek envelope included in your supplies for voted special needs ballot envelopes.



OR



## Ballot Accountability

**Closing Job Card 1 “Unused Ballots and Stubs”** will provide information for filling out the top part of the accountability. **Closing Job Card 6** will provide information for determining the number of Questioned and Special Needs ballots and the Election Official assigned the Voting Tablet will provide the number of ballots cast on this device.

One worker is recommended to complete the ballot accountability. The ballot accountability is a record of how your precinct used the ballots and it **MUST** be completed.

**Step 1:** Fill out the top part of the ballot accountability and verify that ballot stub numbers are accurate for all ballots received and used. The total quantity and starting stub number will be pre-filled.

- **August Primary** – Make sure to record the First Unused Stub Number for each ballot type.
- **Paper Ballots Used** - Record the First Unused Stub Number and the Starting Stub Number to get Total Ballots Used.
- **Unused Paper Ballots**– Record the Last Unused Stub Number AND the Last Stub Number Used to get the Total Number of Unused Ballots for Destruction.

**Step 2:** Fill out the bottom part of the ballot accountability.

- Read and complete each line on the Ballot Accountability.
- Lines 7, 8, and 9 must match the totals in the top part.
- Record the spoiled ballot totals on line 5.

*When completing the Ballot Accountability - Only **count** the number of special needs and question ballot envelopes. DO NOT OPEN the envelopes.*

SEE THE REVERSE SIDE FOR AN EXAMPLE

# Ballot Accountability

District: 01-446  
 Precinct: AURORA  
 Election: 20PRIM

Paper Ballots Received			Paper Ballots Used			Unused Paper Ballots		
Number of Ballots Received	First Ballot Stub Number	Last Ballot Stub Number	First Unused Stub Number	Starting Stub Number	Total Number of Ballots Used	Last Unused Stub Number	Last Stub Number Used	Number of Unused Ballots
A-D-1	150	001	150	001	66	150	66	84
Republican	150	001	67	001	66	150	66	84
Measures Only			-			-		
<b>Total Ballots Received:</b> Enter this total in line (8) below	<b>300</b>		<b>Total Ballots Used:</b> Must match line (7) below.	=	<b>132</b>	<b>Total Unused Ballots:</b> Must match line (9) below.		<b>168</b>

Read each question below to complete the ballot accountability

	Precinct Chair Enter Numbers Below:	Official Use
(1) <b>How many people signed the precinct register?</b> DO NOT include any questioned or special needs ballots in this number.	<b>104</b>	
(2) <b>How many people voted a questioned ballot?</b> Count the number of voted questioned ballot envelopes.	<b>+ 10</b>	
(3) <b>How many special needs ballots issued and returned by 8:00pm?</b> The number of envelopes returned with a voted ballot that match the receipts of ballots you gave out.	<b>+ 10</b>	
(4) <b>How many special needs ballots were issued but not returned at the end of the night?</b> The number of receipts that remain not matched with a returned special needs ballot.	<b>+ 5</b>	
(5) <b>How many ballots were spoiled or mismatched?</b> The total number of spoiled ballots from the Spoiled Ballot Log.	<b>+ 5</b>	
(6) <b>How many ballots were cast using the Voting Tablet?</b> This number is located on the voting tablet in the bottom left-hand corner where it says "Total ballots cast: ___"	<b>- 2</b>	
(7) <b>Add lines 1 through 5, then subtract line 6 for a total number of <u>stubbed</u> ballots used:</b>	<b>= 132</b>	
(8) <b>Total ballots received from the election office.</b>	<b>300</b>	
(9) <b>Subtract line (7) from line (8) for the total number of <u>unused stubbed</u> ballots.</b>	<b>= 168</b>	

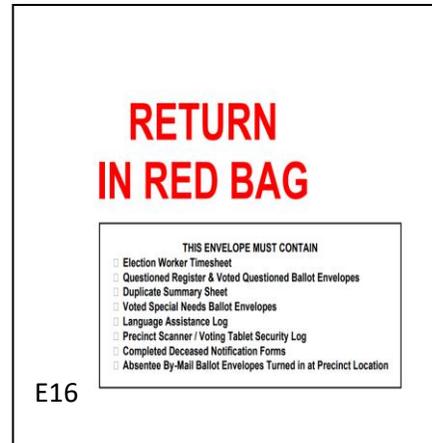
# RETURN BY MAIL

(PRECINCTS THAT RETURN MATERIALS IN-PERSON, TURN THIS CARD OVER)

CLOSING JOB CARD 8  
RETURNING MATERIALS/MAIL

## Red Bag Must Contain:

- E16 envelope containing items listed on front of envelope
- Election materials supply folder/binder
- Voting tablet supply folder
- Remaining materials/supplies



## Green Bag Must Contain:

- Precinct register & cover
- E11 spoiled ballot envelope
- E26 ballot stub envelope
- E33P paper voted ballot envelope
- E33VT voting tablet voted ballot tape envelope
- E34 unused paper ballot envelope(s)
- Original summary sheet (if applicable)
- E38 memory card envelope



- Turn the address card in the window of the bags over so it shows the outgoing address.
- Zip both bags completely closed. Take a red security tab and push it into the two holes at the end of the black clip on the closed zipper



Both bags are ready for mailing.

# RETURN IN PERSON – SITE DELIVERY

CLOSING JOB CARD 8  
RETURNING MATERIALS/SITE

## Red Bag Must Contain:

- E11 spoiled ballot envelope
- E16A envelope containing items listed on front of envelope
- Precinct register & cover
- Voted questioned ballots & register
- E26 ballot stub envelope
- E38 memory card envelope

TO BE HAND DELIVERED TO:  
ELECTION SUPERVISOR  
OR  
ACCU-VOTE COORDINATOR

ELECTION BOARD  
THIS ENVELOPE MUST CONTAIN

- Election Worker Timesheet
- Voted Special Needs Ballot Envelopes
- Completed Deceased Notification Forms
- Absentee By-Mail Ballot Envelopes Turned in at Precinct Location
- Language Assistance Log
- Precinct Scanner / Voting Tablet Security Log

## Blue Bag Must Contain:

- E30 questioned ballot envelope
- E34 unused paper ballot envelope(s) or sealed cardboard box
- Election materials supply folder/binder
- Voting tablet supply folder
- Remaining materials/supplies



## Black Ballot Transport Bag Must Contain:

- E33P paper voted ballot envelope
- E33 VT voting tablet ballot tape envelope

*Close the bag and secure zipper with numbered security seal.*



# EMERGENCY PROCEDURES

## PAPER BALLOT SUPPLY: NOT ENOUGH OR MISSING

### **What if the precinct does not have enough paper ballots or if ballots are missing?**

Contact the regional election supervisor immediately. If there are not enough ballots or ballots are missing on Election Day, use sample ballots, ballots removed from an official election pamphlet or sheets of paper on which the names of candidates and issues are written until new ballots are delivered. Complete the certificate on the precinct register. *(Keep in mind that you may also have the voter vote on the Voting Tablet unit until paper ballots are supplied.)*

## PRECINCT REGISTER MISSING

### **What should the election board do if the precinct register is missing?**

Contact the election supervisor immediately. Do not turn voters away from the polls. Have all voters vote a questioned ballot until a precinct register can be provided.

- Ask each voter to sign in on the questioned voter register. If all lines are filled, have voters sign in on a separate sheet of paper. Voters must print and sign their names and provide identification.
- Ask each voter to complete a questioned ballot envelope.

If a precinct runs out of questioned ballot envelopes, voters may still vote. A plain envelope may be used. Ask voters to print their name, residence and mailing addresses and an identifier, such as social security number, date of birth or voter number on the envelope. The voter must sign the envelope and an election worker must sign the envelope as a witness.

- Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.
- Issue the voter a ballot and secrecy sleeve or a piece of paper to return the ballot. The voter should be instructed to return the ballot to the election worker in the sleeve or wrapped in paper after voting.
- When the voter returns the voted ballot, it should be placed in the questioned ballot envelope or a plain envelope that has been written on and signed by the voter and an election worker. Seal the envelope and have the voter drop the envelope in the ballot box.
- When the election board opens the ballot box after the polls close, DO NOT open these envelopes. Rubber band the ballot envelopes together. Put them in the envelope for questioned ballots and mail to the election supervisor.

**POLLING PLACE NOT AVAILABLE****What should the election board do if the polling place is unavailable?**

Find another polling place. If a school, public building, church or even a private home is nearby, ask permission to set up the polling place. Post signs at both the original and new polling places so that voters can find the new location.

As soon as possible, contact the election supervisor. The election supervisor will notify the voters and the news media of the change.

**BALLOT BOX MISSING OR UNUSABLE****What should the election board do if the ballot box is missing or unusable?**

A cardboard box or similar empty box can be used as a temporary ballot box. Tape the box closed. Cut a slot in the top to make an opening large enough for ballots to be inserted.

**FIRE ALARM****What should the election board do if a fire alarm goes off?**

Assess the situation; remember the safety of the election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.

**TSUNAMI WARNING**

Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. Safety of your election board comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election board.

# DIVISION OF ELECTIONS

## DIRECTORY

Alaska Division of Elections Web Site:

[www.elections.alaska.gov](http://www.elections.alaska.gov)

CONTACT INFO

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#### **Anchorage Office**

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### **Language Assistance**

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